



EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

Executive Registry

82-12807

OCT 25 1982

DD/A Registry

82-2450/5

MEMORANDUM FOR THE HEADS OF DEPARTMENTS AND AGENCIES

FROM: JOSEPH R. WRIGHT, JR.
DEPUTY DIRECTOR

SUBJECT: Use of Government Training and Conference Facilities

The campaign against waste in government continues to be a top priority of the Administration. Reform '88 is geared towards assisting us all in that effort -- but there are steps we can take in the short term. An obvious area with potential for savings is the use of training and conference facilities by executive agency personnel.

There are many government owned and operated training and conference facilities, particularly in the Washington, D.C., metropolitan area. These facilities, listed in the attachment for your convenience, usually are made available to other agencies at no cost or for a modest fee. You should take the necessary steps to assure that these government facilities are used whenever possible. Commercial, more expensive, facilities should be used only in those situations where a government facility is not available or can not meet reasonable requirements of the particular event.

I hope this is helpful to you and would appreciate your cooperation and attention to this area of savings in support of the President's cost reduction objectives.

Attachment

NOV 1 12 43 PM '82

ER

DCI
EXEC
REG

ROUTING AND TRANSMITTAL SLIP		Date
TO: (Name, office symbol, room number, building, Agency/Post)		Initials Date
1. <i>EO/DDA</i>		<i>[Signature]</i> 2 NOV 1982
2. <i>A/DDA - R41</i>		<i>[Signature]</i> 3 NOV 1982
3. <i>DDA - "</i>		<i>[Signature]</i> 4 NOV 1982
4. <i>D/OTE</i>		<i>[Signature]</i> 4 NOV 1982
5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

EO
John, Send to DDA for components to flow.
Shouldn't this be an Agency wide notice or at least to all DDA? We have had some experience with DA organs using expensive

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Conference facilities

Room No.—Bldg.

Phone No.

EXECUTIVE SECRETARIAT

Routing Slip

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA		✓		
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/EEO				
14	D/Pers				
15	D/OEA				
16	C/PAD/OEA				
17	SA/IA				
18	AO/DCI				
19	C/IPD/OIS				
20					
21					
22					

SUSPENSE

Date

Remarks:

Executive Secretary

Date

ROUTING AND TRANSMITTAL SLIP

Date 5 NOV 1982

TO: (Name, office symbol, room number, building, Agency/Post)

Initials

Date

1. D/OTE

2.

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

re DDA 82-2450/5

- 1 - Suggest you consider bouncing this off components desiring conference facilities at those times when you cannot accommodate them. CapiSTAT have been forwarded to the DA Office Directors.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

EO/DDA